CITY OF BRANSON OFFICE ASSISTANT III SUPPLEMENTAL QUESTIONNAIRE

DEADLINE: This document will need to be completed along with a City of Branson Application and Criminal Record Check form as part of the application packet. Completed application packets are due to the Human Resources Department by June 19, 2017 at 4:30 p.m.

NAME:	DATE:					
This questionnaire will be used to further evaluate your of OFFICE ASSISTANT III - UTILITIES. You may educational training and/or experience. EXPERIENC QUESTIONNAIRE MUST BE SHOWN ON THE Employment Record sheets if necessary.	y include paid employment, E AND/OR EDUCATION	milita NOTE	ary, volunteer, E D ON THIS			
This questionnaire is a supplement to your application a conditions noted on the Application for Employment.	and is made a part thereof sub	ject to	all terms and			
QUESTION	Y	ES NO				
1. Are you a high school graduate or GED eq	uivalent?					
2. Do you have two years of experience work						
3. Do you have three years of experience in c						
4. Do you have a National Career Readiness (
5. Do you have the following computer application	<u> </u>					
a. Data Inquiry/Entry						
b. Preparing/Designing Spreadsheets						
c. MS Word						
d. MS Excel						
e. MS Outlook						
f. Other, Please specify:						
6. Do you have the following experience?	YES	NO	Job # on application			
a. Maintaining/Updating Records.						
b. Working with Payroll Records.						
c. Typing correspondence						
d. Communicating with management/departn	nent supervisors.					
e. Monthly Financial Reconciliation.						
f. Answering and routing calls on a multi-line	e telephone system					
g. Typing meeting minutes.						
h. Assist with budget preparation and monito	ring.					
i. Working with legal documents						

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	questionnaire?	YES	NO				